

**DEA CONTRACTOR EMPLOYEE ETHICS QUESTIONNAIRE
FOR:**

(Contract or RFP #)

P R I V A C Y A C T S T A T E M E N T

The purpose of this questionnaire is to provide the Drug Enforcement Administration (DEA) Deputy Ethics Official information needed to write an ethics opinion on the applicability of the Procurement Integrity Act, 41 U.S.C. § 423 and post-employment restrictions under 18 U.S.C. § 207. The DEA Deputy Ethics Official will also use this information to advise you whether you may violate these post-employment restrictions or other applicable laws if allowed to work on or support any Department of Justice or DEA contract/task order. The authorities for the solicitation of this information include 41 U.S.C. § 423, 18 U.S.C. § 207, 18 U.S.C. § 208, and 5 C.F.R. § 2635.602. Disclosure of this information is a requirement under DEA Clause DEA-2852.203-70. If you do not provide the information, or if you do not provide all of the information requested, you may be disqualified from participating in any DEA contract. Among those to whom the information you provide may be disclosed are employees of the U.S. Department of Justice with a need to know the information, a Federal, State, or local law enforcement agency if DOJ becomes aware of a violation or potential violation of law or regulation, and the U.S. Office of Government Ethics.

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For this contract/RFP, the DEA Contracting Officer or Contract Specialist is:

For this contract/RFP, the prospective or current contractor is: _____

A prospective or current DEA Contractor is the entity requiring you to complete this questionnaire. It includes, but is not limited to, the entity where you currently work or will be working as a contractor employee in support of a Department of Justice (DOJ) or Drug Enforcement Administration (DEA) contract. The Contractor submits this questionnaire to DEA for a determination on your eligibility with the identified effort.

1. Name (Last/First/MI):

2. Retirement/Resignation Date: _____

3. In what agencies or departments, down to branch/office level, have you served during the last two years of DOJ/DEA service? Provide dates (Months and Years). **Spell out acronyms. Please provide a copy of the resume you provided to the contractor.**

4. Briefly describe your major duties during the last two years of DOJ/DEA service, focusing on duties relating to contracts, any aspect of the acquisition process, such as requirements development, providing input to statements of work, acting as program manager, deputy program manager or contracting officer, or otherwise involved in the contracting process, to include supervision of a contract, any Contracting Officer's Representatives (COR) or other contract personnel. Identify names of projects, programs, contractors and subcontractors, to include any involvement in Organized Crime Drug Enforcement Task Force (OCDETF) cases, DEA's Asset Forfeiture Program or Financial Investigations. Use additional sheets if required.

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Questions 5-8 apply to your past or current work as a DEA employee

5. Have you had any current/past official dealings with, or worked on, any matters (e.g., includes providing any recommendations or advice on the matter, to include signing DEA 19s, Requisition Equip, Supplies or Services) involving the contractor? If yes, describe the nature and extent of your involvement in such official matters.

6. Have you supervised any matters involving the contractor, or supervised other matters that you might be asked to participate in on behalf of this entity, that you did not participate in personally and substantially as a Government employee, but that was under your official responsibility during your last year in the Government? Official responsibility is defined as “the direct administrative or operating authority, whether intermediate or final, and either exercisable alone or with others, and either personally or through subordinates, to approve, disapprove, or otherwise direct Government action.” 18 U.S.C. § 202(b) If yes, describe the nature and extent of your involvement in such official matters.

7. Have you supervised, monitored or otherwise directed the work of any contract employees who are employed with the contractor? This includes providing recommendations regarding the performance of the contract employee (e.g., awards, evaluations, step increases). If yes, describe the nature and extent of your involvement in such official matters.

8. What will be your job title and duties if DEA awards the contractor the contract? (You may attach a job description).

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9. Regarding your proposed job title/description/duties, do you anticipate being asked to work on any particular matters (e.g., investigation, project, program, or contract) that you participated in personally and substantially as a DEA employee, or such matters were under your official responsibility in the last year of your employment? If yes, describe the nature and extent of your involvement in such matters.

10. Within the last year of your employment with DEA, did you have any of the following responsibilities:

- A. PROGRAM MANAGER FOR A CONTRACT OVER \$10,000,000
YES ____ NO ____
- B. DEPUTY PROGRAM MANAGER FOR A CONTRACT OVER \$10,000,000
YES ____ NO ____
- C. ADMINISTRATIVE CONTRACTING OFFICER FOR A CONTRACT
OVER \$10,000,000 YES ____ NO ____
- D. MEMBER OF A TECHNICAL EVALUATION PANEL OR OTHER
GROUP THAT EVALUATED BIDS OR PROPOSALS FOR A CONTRACT
OVER \$10,000,000 YES ____ NO ____
- E. CHIEF OF A FINANCIAL OR TECHNICAL EVALUATION TEAM FOR A
CONTRACT OVER \$10,000,000 YES ____ NO ____
- F. PROCURING CONTRACTING OFFICER OR SOURCE SELECTION
AUTHORITY FOR A CONTRACT OVER \$10,000,000 YES ____ NO ____

2. Within the last year, did you personally make one of the following decisions:

- A. TO AWARD A CONTRACT, SUBCONTRACT, MODIFICATION OF
A CONTRACT OR SUBCONTRACT, TASK ORDER OR DELIVER ORDER
OVER \$10,000,000 YES ____ NO ____
- B. TO ESTABLISH OVERHEAD OR OTHER RATES APPLICABLE TO
A CONTRACT OR CONTRACTS FOR A CONTRACTOR THAT ARE VALUED
OVER \$10,000,000 YES ____ NO ____

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C. TO APPROVE ISSUANCE OF A CONTRACT PAYMENT OR
PAYMENTS OVER \$10,000,000 TO A CONTRACTOR YES ____ NO ____

D. TO PAY OR SETTLE A CLAIM OVER \$10,000,000 WITH A
CONTRACTOR
YES ____ NO ____

11. If you answered "yes" to any part of questions 1 or 2, above, identify the contract, subcontract, modification, delivery order, or task order, identify the contractor/subcontractor, and explain.

12. For each "yes" that you answered for any part of 1 or 2, above, state the date when you last had the responsibility or when you made the last decision for each contract/contractor.

13. Since 1 January 1997, have you or are you now participating in an on-going competitive procurement that has not yet been awarded? YES ____ NO ____

14. If the answer to the above is "yes," do you intend to seek employment with one of the bidders or offerors? YES ____ NO ____

I certify that I have been truthful and complete in the responses and statements to the above questions.

SIGNATURE _____ DATE _____